

YKHC
Job Description

Job Title: Certified Counselor, Senior
Job Code: 30810 **Pay Grade:** 27
Department: Village Sobriety Project
Reports To: Village Coordinator and Clinical Supervisor
FLSA Status: Non-Exempt
Prepared By: MH Administrator
Prepared Date: January 1999
Approved By: VP-Health Services
Approved Date: January 1999

SUMMARY To present educational presentations and counseling services to a specific population in the villages. Perform a variety of counseling activities directed at the education of active and potential abusers of alcohol, drugs and other chemicals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provides information substance abuse presentations to the village Traditional Councils, City Councils, Schools and individuals.

Interpret treatments to patients and patient's family and significant others to help reduce fear and other attitudes obstructing acceptance of treatment.

Performs counseling and intervention as needed.

Makes and receives referrals to and from treatment programs and appropriate agencies.

Maintains contact and coordinates with agencies providing services to the villagers.

Related duties in raising the awareness of the villages concerning substance abuse.

Collects demographic and other evaluation information (MIS staff activity logs) from clients daily and transmits to Bethel.

Forms village support group modeled after 12 Step models.

Administers follow-up services to VSP clients other related agencies in service region. Submits timely reports as required.

Adheres to the federal laws concerning Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2.

SUPERVISORY RESPONSIBILITIES

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE High school diploma or equivalent. State certified Level I Substance Abuse Counselor of minimum of 2 years counseling experience in the chemical dependency field. Able to receive training, communicate in public meetings in both the Yup'ik and English languages; understand scientific knowledge concerning substance abuse; communicate with village residents of all ages; and establish and maintain good working relationships with peers and village members. Person in recovery (at least 2 years) or active in the sobriety movement preferred.

PREFERRED SKILLS Yup'ik/Cup'ik speaker, who can communicate well with the village people.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability

to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS Office in village setting requiring attention to detail and subject to deadlines. Travel 6 or more time per year within region or state. May be required to work evenings or portions of weekends. Occasional exposure to unpleasant patient elements and communicable diseases. Subject to varying and unpredictable situations.